



September 13, 2006

## **2006 FISCAL YEAR-END BULLETIN #6a**

TO: Distribution

FROM: Code C Fiscal Year-End/New Year Start Up Team

SUBJECT: Guidance for Travel

This Bulletin establishes the process and key dates for Travel during the fiscal year end, the SAP system down period, and new fiscal year start up.

### **Summary of Key Dates**

- Sept. 13<sup>th</sup> COB – Last day to submit Change of Station vouchers for payment prior to downtime
- Sept. 19<sup>th</sup> COB - Last day to request travel advances on your travel authorization
- Sept 20<sup>th</sup> COB – Last day to submit travel vouchers for payment prior to downtime
- Sept. 25<sup>th</sup> COB - Last day to enter travel authorization into TM that will be included in FY06 End of Year reports
- Sept. 27<sup>th</sup> to Oct. 30<sup>th</sup> – No SAP payments processed
- Sept 29<sup>nd</sup> COB - Last day to request RMD analyst post budget transfers for travel in SAP

### **Travel Authorizations**

- Travelers/Preparers should create travel authorizations in Travel Manager (TM) and have the authorization stamped "Management Approved" in TM for anticipated travel during the downtime (tentatively until November 13) by COB September 25th. Travel authorizations approved after this date will not post to SAP or be included in FY06 End of Year reports.
- Travelers requiring a travel advance should contact the ARC travel office as soon as possible. Travel Advances must be entered on an approved authorization and stamped Management Approved by September 19th.

### **Travel Vouchers /Travel Payments**

- There will be **no SAP payments processed from Sept. 27 to Nov. 13, 2006.**
- The deadline for submitting domestic travel vouchers to the NASA Shared Services Center (NSSC) is COB September 20th. The deadline for Change of Station vouchers to the NSSC is COB September 13th. Vouchers submitted after these cutoff dates will not be paid until SAP reopens on October 30th. The NSSC will notify travelers of any vouchers that will not be paid until SAP reopens.
- If travelers have questions on the status of their vouchers, they may contact the NSSC Customer Contact Center via phone at: 1-877-NSSC123 (1-877-677-2123) or via email at: [NSSC-ContactCenter@nasa.gov](mailto:NSSC-ContactCenter@nasa.gov)

## **Bank of America Travel Cards**

- Bank of America has agreed put NASA cardholders in “Mission Critical” status during the SAP downtime. This status prevents a card from being suspended due to non-payment of the credit card bill. This status will be removed once SAP reopens.
- Note: Travel Cards are usually suspended when balances have not been paid 60 days after the date of the statement. Travel cards are canceled, and cannot be reissued, when they are 120 days past the statement date. (Potential cancellation will not be an issue with respect to the anticipated down time, provided the cardholder is currently in good standing.) The credit of the cardholder is not affected until the card is canceled.

## **Funding FY07 Start up/Continuing Resolution**

- Projects with available two-year PY06 funds may use those funds for travel in FY07. There are no restrictions for using PY06 funds for travel during FY07. Center G&A and Allocated Service Pool (ASP) travel funds are managed centrally and carry-over into FY07 would need to be determined and approved by Center management.
- In preparation for a Continuing Resolution (CR), as well as the longer than normal SAP shutdown period, please have any additional PY06 funds you wish to use for travel in FY07 transferred by COB, September 29<sup>th</sup>. Field Resources POC should notify the appropriate RMD Analyst to transfer PY06 funding to travel if the project requests by COB, September 29.
- If you do not have any PY06 authority to use for travel during the CR in FY07, the travel office will accept ‘NF506’ documentation showing anticipated PY07 and/or PY06 program authority. The RMD analyst will provide this documentation to the travel office.
- Monitor Travel Manager; if ‘no funds available’ the travel authorization will be ‘RETURN’ stamped with ‘INSUFFICIENT FUNDS’ in the Remarks of the Document Status section. Traveler gets automatically email notified and should contact Preparer.

Please contact Heather Logan at 4-1022 or [Heather.H.Logan@nasa.gov](mailto:Heather.H.Logan@nasa.gov) if you have any questions. This Bulletin is also available at <http://cfo.arc.nasa.gov/fye.html>.

*Original Signed By*

Code C Fiscal Year-End/New Year Start Up Team

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